



NATIONAL PARK SERVICE

Fire Use Modules

OPERATIONS GUIDE

2003



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1. MISSION STATEMENT

The mission of the Fire Use Module Program is to develop and provide national self-sufficient, multi-skilled fire professionals with a primary commitment to fire use operations and planning¹.

Primary priority and purpose of the Fire Use Modules (FUMs) is to assist the National Park Service with fire use in the areas of planning, fire behavior monitoring, ignition, and holding. In addition, project preparation and execution with narrow prescription windows will also be equally considered.

Secondary priority is to assist other agencies in fire use projects.

Tertiary priorities are to assist the National Park Service in fire effects, and mechanical hazard fuels reduction.

☺1.1 FIRE USE MODULE STEERING COMMITTEE

The National Fire Use Module Steering Committee has the primary responsibility to provide strategic leadership to the NPS Fire Use Module Program. The Committee will develop and maintain policy and standards, establish consistent regional program coordination and implementation procedures, identify reporting requirements and procedures, evaluate organizational, staffing and funding needs, and make recommendations to the Fire Management Leadership Board (FMLB).

☺1.2 MEETINGS AND REPORTS

- A. Meetings of the Fire Use Module Steering Committee will be held annually in conjunction with the annual Module Leader meetings, or as needed with meetings in person or by electronic conferencing. When possible, electronic media will be used to minimize travel costs and time lost to travel.
- B. The committee will host an annual meeting of Fire Module Leaders, will develop and update annual operating plans and strategic plans to direct program priorities and initiatives, and conduct assessments to evaluate program effectiveness.
- C. The Chair will prepare an annual Accomplishment Report for the Fire Management Leadership Board. A Status report of committee activities will be presented annually to the Fire Management Leadership Board.

2. PERSONNEL MANAGEMENT

- 2.1 The following dates are when the modules will be fully staffed; permanent module employees will work longer than dates listed below. Modules will be referred to by the name of their home park or local area (i.e., Black Hills).

¹ **Fire use** is the combination of wildland fire use and prescribed fire application to meet resource objectives. **Wildland fire use** is the management of naturally ignited wildland fires to accomplish specific pre-stated resource management objectives in predefined geographic areas outlined in Fire Management Plans (Wildland and Prescribed Fire Management Policy, 1998).

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- Bandelier National Monument: February – October
- Buffalo National River: January - September
- Cumberland Gap: January - September
- Great Smoky Mountains National Park: January - September
- Saguaro National Park: February - October
- Whiskeytown National Recreation Area: April - November
- Black Hills: March – November 15th
- Yellowstone National Park: March - November
- Zion National Park: March - November

☺2.2 All modules are comprised of six to ten individuals.

- One GS-7 PFT Module Leader
- One GS-6 PFT Assistant Module Leader + Crewmembers

Minimum qualifications of Fire Use Modules

- Module Leader - Single resource qualified
- Assistant Module Leader - FFT1
- Module members - all FFT2

Other minimum qualifications among module members will include, 1 FEMO, 1 RXI2, 1 FALB, 1 FALA

2.3 Home parks will recruit for all module positions. Recruitment lists will be based on standard Fire Use Module position descriptions for Forestry Technicians, classified by the NPS Fire Management Program Center.

☺2.4 Fire Use Modules Qualifications:

A. Module Leader- Single resource qualified

- Assistant Module- FFT1
- Module members- all FFT2
- Other minimum qualifications among module members will include, 1 FEMO, 1 RXI2, 1 FALB, 1 FALA

B. Target red card qualifications for each module (qualifications are not tied to a particular position within the module)

- Burn Boss II (RXB2)
- Ignition Specialists I or II (RXI1 or RXI2)
- Single Resource Qualified
- Fire Observer (FOBS)
- Strike Team Leader Crew (STCR)
- Division Supervisor/Task Force Leader (DIVS/TFLD)
- Incident Commander Type 3 or 4 (ICT3 or ICT4)
- Faller Class C (FALC)
- Helicopter Crewmember (HECM)
- Fire Effects Monitor (FEMO)

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Additional red card qualifications will be pursued at the discretion of each module member and their supervisor.

2.5 Home Park Fire Management Officer (FMO) will be responsible for Module Leader supervision. In absence of assignments, home park FMO's may assign module to local area projects.

2.6 NPS Regional Fire Staff will schedule Fire Use Module assignments in conjunction with home park FMO and Module Leader.

2.7 Module members will have their Incident Qualifications and Training maintained on the Shared Application Communication System (SACS).

- Module leader is responsible for submitting module members' training and experience to home park to enter on the SACS.
- The home park staff is responsible for entering modules' qualifications data.
- Personnel assigned to Fire Use Modules will not be available for any assignment unless qualified or designated a trainee for the job.

2.8 All Fire Use Module personnel must pass the 3 mile arduous work capacity test with the module; anyone who fails will be unavailable for operational assignments and can be terminated if they do not pass the arduous pack test.

2.9 Fire Use Module personnel will participate in new Departmental health screening exams as they are implemented in various states and regions. After completing the health screening, new employees will be eligible for the pack test.

3. FINANCIAL MANAGEMENT

☺3.1 The NPS Fire Management Program Center provides home parks with salary and support funds for modules.

- Home park FMO's and Module Leaders will be responsible for disbursement of all funds. Module Leaders will develop annual budget proposal and assisting budget allocation and execution with assistance from home park.

Funds for uniforms of Fire Use Module personnel will be the responsibility of the home park based on home park policy. NPS uniforms may be authorized for Module Leaders and Assistant.

☺3.2 Wildland fire emergency accounts (E11 and E12) will be charged for module's travel, per diem, base pay, premium pay (overtime), and other support costs when on assignment.

☺3.3 Project accounts (H12 and W12) will be charged for module's travel, per diem, premium pay (overtime), and other support costs when assigned to a project.

☺3.4 Travel will be charged to appropriate accounts from the time the module departs its home unit until it returns. When additional assignments occur, in the same trip, travel costs to the

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next project will be charged to the next project. When the module is released to go home, the last assignment on the trip is charged the travel home.

- 3.5 Per diem rates for modules will follow agency guidelines. When feasible, requesting parks should try to provide low cost meals or set up blanket purchasing agreements at local supermarkets to facilitate lower meal costs. All modules are available to travel with cooking and temporary food storage capabilities.
- 3.6 When ordering unit cannot provide housing other than camping, it is recommended that during days off the module be housed in a location providing showers, laundry, phones, grocery shopping and other community amenities.
- 3.7 Use of privately owned vehicles for government travel must have prior approval by home park FMO.
- ☺3.8 Surplus and/or lapse funds will be reported to the respective regional offices promptly.

4. OPERATIONAL STAFFING

Wildland and prescribed fire assignments will be scheduled and prioritized by NPS Regional Fire Staffs. An NPS Regional Module Coordinator within each region will maintain and track a prioritized list of projects for their respective regions. Contact lists by regions are noted below. When seeking information please contact individuals in the order listed.

- ☺4.2 NPS Fire Management Program Center (FMPC) Staff with Regional Fire Staff will resolve scheduling conflicts.
- ☺4.3 NPS Regional Fire Staff will use the following criteria to prioritize projects:
- Previously established regional priorities
 - Potential resource benefits
 - Protection of Wildland Urban Interface
 - Projects with narrow prescription windows
 - First come, first serve basis if all other factors are equal
- 4.4 A module must have a minimum of four individuals (core of four) for dispatch outside the local area (Section 8). One of the core must be a regular Module Leader, Assistant, or member who is Single Resource qualified.
- Modules can include substitutes or fill-ins from back filling and/or detailers from the home unit or other agencies.
 - Unless requested and funding is provided, modules need not maintain a four person core staffing level outside the normal availability season (see 2.1).
- 4.5 All Fire Use Modules must be ordered through the interagency dispatch system (see section 9 and 10) for assignments outside their local area.

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- A standard resource order for a NPS Fire Use Module will consist of eight overhead request numbers for eight individuals.
- A Module resource order is considered filled if four individuals qualified to meet the needs of the requesting unit can be committed. Every effort will be made to fill module requests with the skills and headcount needed by requestors.

☺CONTACTS: See Appendix A, or FUM website (<http://www.nps.gov/fire.fum>) for updated list of contact names and numbers

☺4.6 Modules will have personnel available for single resource assignments (e.g., details to write burn plans, training, perform archeological work, perform fire effects work, suppression assignments) provided that the assignment does not compromise the availability of the module during their established field season.

- Requests for single resource assignments should go through the home park FMO.
- Once a module is down to four people, single resource assignments will not be an option for members unless other individuals back fill that module.
- Whenever possible, module members should be targeted for single resource assignments; it is recommended that module members be given priority for single resource training assignments over detailers and back filling individuals.
- Individuals working away from the module may be delayed in responding to an assignment or may miss it. The home park FMO will coordinate with Module Leader on how or if a member rejoins the module.

4.7 When modules are short-staffed, substitutes or fill-ins from other programs may augment the module. If modules are fully staffed, regular personnel should not be displaced, unless agreed upon by the home park FMO and Module Leader.

- Back filling individuals must be red-carded and qualified, or a trainee, at a level commensurate with the position being filled and meet the module's fitness standards.
- The module must provide logistical support for outside personnel.

☺4.8 Fire Use Module personnel can be taken from different modules as single resources and combined into temporary modules of any size providing that this does not compromise the core of any of the contributing modules. Module personnel cores do not apply outside the field seasons identified in section 2.1. Temporary modules may be used for special assignments anytime during the year.

- A temporary module must have a member that is Single Resource qualified to function as module leader.
- NPS Regional Fire Staff will authorize mobilization of temporary modules.

4.9 Modules committed to fire use incidents will be unavailable for other assignments until released from that assignment.

- Modules must be officially released from a fire use incident before becoming available for other assignments.
- Modules can be released at anytime from tertiary responsibilities, see section 1.

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☺4.10 The home park may substitute for module members who miss off-unit assignments, at supervisor discretion.

- Module members who return to duty and have missed a dispatch will be assigned work by home park FMO's until the module returns home.
- Home Park FMO's should provide fill-ins when needed.

5. WILDLAND FIRE SUPPRESSION GUIDELINES

☺5.1 Fire Use module personnel are dedicated to fire use incidents and fuels management activities. Modules can be assigned to other operations, such as wildland fire suppression or other emergency incidents, subject to the following limitations:

- Regional module coordinators or designees must be promptly briefed and periodically updated of such assignments.
- Fire use modules shall be released for fire use assignments as needed after appropriate incident resources have arrived. Fire use assignments include Limited Suppression wildland fires in Alaska.
- Module members may be committed as single resources or suppression crewmembers as appropriate to maintain fire qualifications, obtain trainee assignments, etc. Combining modules into Type 2 hand crews is not standard practice but may occur at national Preparedness Level 5.
- Module members may be available for local IA provided this does not compromise core module availability for fire use assignments or violate work/rest guidelines.
- Modules will not be prepositioned or placed in stand-by status in lieu of suppression resources.

6. WORK/REST GUIDELINES

☺6.1 Fire Use Module personnel will adhere to work/rest guidelines of the NWCG Interagency Incident Business Management Handbook and Federal Travel Regulations. No assignments will exceed 14 days, excluding travel. Modules will limit travel to off station assignments to 21 consecutive days. Any extension beyond the 14 days may be authorized with concurrence of home park as long as work/rest and R&R guidelines are adhered to.

- Module leaders have the responsibility to shorten travel when necessary to maintain crew health and safety.
- For projects with a possible duration that exceeds the 14/21-day rule, managers are encouraged to submit a completed detail request form (Reference National Interagency Mobilization Guide-Ch.20 or click(<http://www.nps.gov/fire/fum/forms.html>) in addition to a resource order through the established interagency resource ordering process.

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☺REFER TO COMPLETED DETAIL REQUEST EXAMPLE, APPENDIX B IN THIS GUIDE.

6.2 All modules' tours of duty will be tracked and updated on the NPS fire use web site. At the discretion of the home park FMO, modules can establish alternative tours from the standard 8-hour five-day work week (flex schedules are not recommended). Tours of duty must meet the needs of most requesting parks and agencies historically.

- Module leader must communicate tour changes to Regional Module Contact.

7. LOGISTICAL SUPPORT

7.1 The home parks will provide the following to the modules:

- Office space, phone line, fax machine access
- Computer access, electronic communication
- Administrative support (e.g., time keeping, procurement, etc)
- Cache space for equipment storage
- Quarters when possible

7.2 The requesting unit will be responsible for providing the following when using a module on any project:

- meals and water
- sleeping areas (campgrounds, barracks, or motels, etc.)
- sanitation facilities
- fuel and equipment needs
- project management and orientation to the project

7.3 When ordering modules by ground transportation, they will come equipped with the following minimum standards:

- assigned crew vehicles
- two chainsaws with fuel
- firing equipment
- handtools
- 7 programmable handheld radios
- backcountry camping equipment
- drinking water and food for five days
- first aid and trauma kits

7.4 When modules are delivered by aircraft they will come equipped with the following:

- individual fire line gear
- backcountry camping equipment
- 7 programmable handheld radios
- first aid and trauma kits
- handtools (if requested)

7.5 When mobilized by aircraft, the module will need:

- crew transportation (van or crewcab pickup or equivalent)
- vehicle to transport gear and equipment separate from the crew transportation
- two chainsaws with fuel and bar oil (if needed for the assignment)
- firing equipment as needed for the assignment
- drinking water and food

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8. LOCAL DISPATCHING AREAS

When working in their “Local Areas” (see below), the home park FMO, Module Leader, or Fire Program Assistant will advise their local dispatch office of module status. This includes module availability, location, contact phone number and/or radio frequencies. This may be done daily, weekly, or as often as a module’s status and location changes. “Local Areas” and dispatching offices for the modules are defined as follows:

☺Local Dispatch Areas:

Module	Local Dispatch Office	Local Areas
Bandelier	Santa Fe Zone Dispatch	Santa Fe Zone, Albuquerque Zone
Black Hills	Black Hills and Custer Interagency Coordination Center	Theodore Roosevelt NP, Knife River Indian NHP, Wind Cave NP, Jewel Cave NP, Badlands NP, Fort Union NHS, Devil’s Tower NM, Mount Rushmore NM, Scotts Bluff NM, Agate Fossil Beds NM, Blackhills NF, Nebraska NF
Buffalo River	Arkansas/Oklahoma Interagency Coordination Center	Arkansas, Oklahoma, George Washington Carver NM, Wilson’s Creek NB, Ozark NSR, Mark Twain NF
Cumberland Gap	Kentucky Interagency Coordination Center	SE Region NPS units, all interagency requests require a resource order
Great Smoky	Tennessee Interagency Coordination Center	SE Region NPS units, all interagency requests require a resource order
Saguaro	Southeast Arizona Zone Dispatch	Southeast Arizona Zone, Casa Grande NM, Tonto NM, and Montezuma Castle NM
Whiskeytown	Shasta-Trinity Interagency ECC	Whiskeytown NRA, Shasta-Trinity NRA, Shasta-Trinity NF
Yellowstone	Bozeman Interagency Dispatch Center	Yellowstone NP, Grand Teton NP, Greater Yellowstone Area
Zion	Cedar City Interagency Coordination Center	Zion NP, Bryce Canyon NP, Cedar Breaks NM, Grand Canyon NP (north rim), Pipe Springs NM, Lake Mead NRA, Arizona Strip BLM, Cedar City BLM, Dixie NF, North Kaibab Ranger District - Kaibab NF

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9. DISPATCHING & ORDERING PROCEDURES

9.1 For *all* assignments outside the local dispatching area, modules will be ordered and moved through the established dispatch ordering channels by the resource ordering process.

- For assignment in a module's current location, it is the responsibility of that hosting unit to notify the NPS Regional Module Coordinator and the local dispatch office of the new commitment of the module,
- All home park FMO's and Module Leaders will work closely with their local dispatching office before and during the field season to facilitate smooth resource movement.
- Reference National Interagency Mobilization Guide – Chapter 60, Section 68.7

☺9.2 To request a NPS module, requesting units must adhere to the following steps:

- A. **Resource Ordering:** To resource order a module; first check the NPS Fire Use Module web site (<http://www.nps.gov/fire/fum>) for a module's availability. Then the requesting unit **should** contact the NPS Regional Module Coordinator to assist with the order and obtain pertinent logistical information before placing a resource order with your local dispatch.
- If a module is not available, the requesting unit should contact a NPS Regional Module Coordinator.
 - If NPS Regional Module Coordinator is not available for taking a request continue down the call up list in Section 4.1 to fill the order. The home park FMO and Module Leader are responsible for **ensuring** that the request meets *established regional priorities* before filling the order.
 - For projects with a possible duration that exceeds the 14/21-day rule, managers are encouraged to submit a completed detail request form (Reference National Interagency Mobilization Guide-Ch.20 or click "[forms](#)" on the [FUM web site](#)) in addition to a resource order through the established interagency resource ordering process.

☺ REFERENCE: DETAIL REQUEST EXAMPLE, **APPENDIX B** IN THIS GUIDE.

- B. Fill out an "Overhead Resource Order" form (ICS-259-13) following the standard procedure listed below, and then contact your local dispatch office.

☺ REFERENCE: RESOURCE ORDER EXAMPLE, **APPENDIX C** IN THIS GUIDE.

- Each Fire Use Module individual is a separate overhead resource with a separate "O" request number. Modules will **always** be ordered as **8** overhead requests, their maximum potential size (7 members + 1 detailer).
- When less than 8 individuals are available, their dispatch office will be advised on how many individuals are filling an order. Unfilled requests will be listed as "unable to fill." Modules do **not** have to fill all 8 overhead requests.
- Fire Use Module personnel will be ordered as Technical Specialists ("THSP") only.
- Agency unit identifier should be provided for the module(s) being requested (ex. - Whiskeytown Module, CA-WNP). See 9.2.C.
- Requesting units also will need to provide the appropriate charge code.

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- Prescribed fires are not considered emergencies. Therefore, it is recommended Fire Use Module personnel be ordered during normal weekday work hours, unless the fire account will pay for dispatcher overtime.
- REQUESTING UNIT SHOULD PLACE RESOURCE ORDERS AT LEAST 48 HOURS IN ADVANCE FOR PRESCRIBED FIRES AND OTHER PROJECTS. IF THE WINDOW OF OPPORTUNITY CHANGES, THE RESOURCE ORDER CAN ALWAYS BE CANCELED.
- Modules will need to be mobilized on a resource order when working within another module's local area (i.e. - if the Yellowstone module has been ordered and is working at Bandelier NM, they would need to be ordered on a resource order to go to El Malpais NM).

C. Agency Unit Identifiers for NPS Fire Use Modules:

- NM-BAP, Bandelier
- AR-BUP, Buffalo River
- KY-CGP, Cumberland Gap
- TN-GSP, Great Smoky
- AZ-SAP, Saguaro
- CA-WNP, Whiskeytown
- SD-JCP, Jewel Cave
- WY-YNP, Yellowstone
- UT-ZIP, Zion

☺9.3 Modules leaders must ensure the FUM is demobilized through the established interagency resource ordering process following their release from any assignment.

This requires:

- A call to that local dispatch center with their release date, time, and ETA to be passed back through dispatch channels.
- A call to the NPS regional coordinator with same release information.
- A call to their FUM Clerk to update web calendar and post next availability.

9.4 Regional Fire Staff will coordinate mobilization of modules across different NPS Regions.

9.5 NPS Fire Management Program Center Staff and Regional Fire Staff will resolve scheduling conflicts.

9.6 Module Leaders and host unit will communicate before a burn or project regarding a “go” or “no go” decision (e.g., outlook for the prescription window, readiness of burn, weather, etc. will influence decision). If it appears a burn will be out of prescription, the hosting unit will notify the Module Leader and dispatch; hosting unit will make arrangements to reschedule the module(s) with NPS Regional Fire Staff.

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10. INTERAGENCY AVAILABILITY OF FIRE USE MODULES

- 10.1 The Fire Use Module is **only** available for interagency use for wildland fire use and prescribed fire assignments. Other agencies can not order modules to assist in burn preparation, fire effects, and hazard fuel reduction projects; however, modules may be used for these tasks while on site waiting for a prescribed burn to come into prescription.
- 10.2 The number of modules available for interagency assignments at any one time may be limited.
- 10.3 The NPS will establish assist accounts on all interagency assignments to capture costs. The requesting agency will be responsible for providing logistical support.
- 10.4 The home park is responsible for arranging interagency contacts for their module. For scheduling purposes, Home Park FMO's or Module Leaders should give the NPS Regional Module Coordinator a copy of their module's interagency contacts.
- 10.5 Agencies interested in scheduling a module for a project must submit a request to the responsible NPS Regional Module Contact.
- If an agency has an existing close working relationship with the home park of a particular module, it is acceptable for that home park FMO to schedule projects after checking with the NPS Regional Module Coordinator, or refer the requesting agency directly to the NPS Regional Fire Staff.
 - If a module is available, the NPS Regional Module Coordinator will notify the appropriate parties and schedule the project.
 - Modules will be resource ordered and demobilized for projects by the requesting agency under the same procedures set down in sections 9.2, 9.3, and 10.8. **MODULES SHOULD BE RESOURCE ORDERED FOR ALL INTERAGENCY USE THAT IS BEYOND THE LOCAL DISPATCH AREA.**
- 10.6 The home park FMO's and Module Leaders are responsible for ensuring that their interagency cooperators know how to resource order Fire Use Module personnel, including how to contact the NPS Regional Module Coordinator.
- Interagency cooperators should also understand the guidelines pertaining to use of Fire Use Module personnel on wildland fire suppression fires, as stated in section 5.
 - Copies of the Fire Use Module Operations Guide will be available to all interagency cooperators at their request.

11. TRAINING

- 11.1 The home park is responsible for initiating Individual Development Plans for Fire Use Module personnel and arranging the necessary training to enable employees to meet target qualifications. The Module Leader and home park FMO will maintain records of each individual's qualifications and training needs. These will be available to requesting units.

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11.2 The primary objective of training is to meet Fire Use Module target qualifications. Additional training may be given a lower priority than projects if the training is non-essential and interferes with the completion of that project.

11.3 Each module member will attend required and refresher training.

- Training funds for module members will be pursued through the home park FIREPRO training request process.
- Module Leader should give their home park FMO a list of training needs for each module member, so NPS Regional Fire Staff and home park FMO can assist in filling those needs.

11.4 Before Fire Use Module personnel are available for fire assignments, they must complete an annual safety refresher that is at least 8 hours. The following items are recommended to be included as additional training needs (as needed):

- Standards for Survival and Look Up, Look Down, Look Around
- Fire shelter deployment
- S-290 or review of fire behavior
- Firing Methods review
- Lessons Learned: Fatality Fire Case Studies

12. COMMUNICATION

12.1 Module Leaders are responsible for keeping Regional Module Coordinator informed of changes in their status and location in order to maintain, track and ensure availability; this is best done by telephone.

☺12.2 Fire Use Module Clerk is responsible for ensuring that CURRENT status and location of modules are updated on Fire Use Module Web Site (<http://www.nps.gov/fire/fum/>).

12.3 The home park FMO and/or Module Leader are responsible for informing Regional Staff of personnel changes in the module.

☺12.4 The Module Leader is responsible for communicating module accomplishments to home park FMO and Regional Module Coordinator upon request.

☺12.5 An annual report will be due at the annual module meeting at the end of the field season. The annual report is to include the number of Fire Use Module days committed to each request type, i.e.: Wildland Urban Interface (WUI), Wildland Fire Use (WFU), Suppression (including IA), Hazard Fuels (HF), Prescribed Fire (RX), Training, Fire Effect (FE), Time at Home Unit (Administrative), and Other. Also the annual mileage of all DOI vehicles assigned to the module.

13. EVALUATIONS

☺13.1 To provide feedback, identify training needs, and evaluate module performance, requesting units should complete a project evaluation form

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(<http://www.nps.gov/fire/fum/forms.html>) as Fire Use Module personnel are released from an assignment. Module Leaders are responsible for supplying these evaluation forms to the requesting unit and have a completed copy sent to the home park FMO.

13.2 Home park FMO's will be responsible for the Module Leader's evaluation.

13.3 Module Leaders will be responsible for the evaluations of their Fire Use Module members. The five critical elements on module member's evaluations should be standardized as much as possible among modules.

☺ **14. SAFETY STANDARDS**

☺14.1 Utilization of Fire Use Modules shall be initiated with strict compliance to accepted interagency and agency specific safety standards. Safety shall always be the first priority in all activities. It is the responsibility of all personnel to communicate safety concerns to others either immediately (if required) or through briefings and direct communication with assigned personnel.

☺14.2 Due to the unique mission of the Fire Use Modules, they are viewed as fire professionals by requesting units. As such, they have the opportunity to promote and exemplify the highest standards of safety in all assigned tasks. They often set the example for employees not regularly assigned wildland fire duties.

Specific safety guidance includes:

- NPS RM-18
- NWCG 410-01 FireLine Handbook
- Interagency Helicopter Operations Guide and NPS RM-60
- Interagency Aerial Ignition Guide
- Interagency Fire and Fire Aviation Operations Field Guide (aka "The Red Book")
- Initial Response Pocket Guide, specifically the Risk Management Section
- Job Hazard Analysis Process
- SAFENET
- Department of Transportation Regulations governing Transportation of Hazardous Materials
- Service-wide ATV Guidelines including training & PPE.
- Forest Service Health & Safety Guide
- "Lessons Learned"
- After Incident Reporting

NOTE: Responsibility for compliance with these standards and the safe operation of a Fire Use Module ultimately lies with the Module Leader.

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☺15. PERFORMANCES AND ACCOUNTABILITY

☺15.1 The Regional Fire Use Module Coordinator will review module performance annually (or more frequently as needed) to assess modules performance in meeting the following standards:

- Maintaining a core of four available for dispatch during availability periods identified in section 2.1, including assistance from the home park as identified in sections 4.6, 4.8, and 4.12
- Maintaining minimum module qualifications as identified in section 2.4
- Adequate module supervision as referenced in section 2.5
- Maintaining module SACS NIFQS records as identified in section 2.7
- Mobilization within standards of the interagency dispatch system, including status keeping by host park in ROSS or manual systems, including items referenced in sections 4.6, 9.1, 9.3, 10.1, and 10.4
- Adherence to guidelines for suppression assignments identified in section 5
- Maintaining adequate host park support for the module to meet minimums identified in section 7.1
- Host park supervision and management of module budget, including following standard of sections 10.3, and includes informing regions of unspent balances in funds in a timely manner, and obtaining permission to use funds allocated for the module in other fire program areas.
- Adequate IDP development for module personnel as in section 11.1
- Completion of annual refresher and readiness checklist as identified in sections 11.4 and 11.5
- Adequate communications with regional module coordinators as identified in sections 12.1 and 12.2
- Attendance of module leader and FMO/appropriate park supervisor at annual module meeting as referenced in section 12.4
- End of season report meets standards of section 12.5.
- Satisfactory performance documents (section 13)
- Adherence to safety standards as identified by NWCG and in section 14
- Criteria included in end of season report, including miles traveled by ground, days on assignments, etc.
- Financial reports obtained from FFS and other sources

☺15.2 Regional Fire Use Module Coordinators will report reviews when deficiencies are noted or annually at the fall workshop with the Fire Use Module Steering Committee. Following these reports, the Fire Use Module Steering Committee will discuss issues and reach consensus on proposals and recommendations.

☺15.3 Following discussion and consensus, the Fire Use Module Steering Committee may take action directly through regional program offices as appropriate for problem resolution or make recommendations to the Fire Management Leadership Board regarding module host park location, module size, module funding, and other program elements.

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☺15.4 This process is intended to ensure the module program is adaptive to change, especially in an environment where agency partners are bringing more wildland fire use program on line and numbers of modules are potentially increasing on an interagency scope.

☺**APPENDIX A.**

(Fire Use Module Contact Names and Numbers, also check the Fire Use Module website (<http://www.nps.gov/fire/fum/>) for most current list of contact names and numbers.

Interagency Fire Use Module Contact List

National Park Service

Fire Management Program Center

3833 S. Development Ave.

Boise, ID 83705-5354

	Office	Cell
Fire Use Specialist		
Dick Bahr	(208) 387-5217	(208) 869-3892
Fire Ecologist		
Tim Sexton	(208) 387-5223	(208) 861-5043

Pacific West Region

1111 Jackson St., Suite 700

Oakland, CA 94607

	Office	Cell
Wildland Fire Specialist		
Corky Conover	(559) 565-3129	

Whiskeytown National Recreation Area

P.O. Box 188

Whiskeytown, CA 96095

	Office	Cell
Fire Management Officer		
Jim Hutton	(530) 242-3443	(530) 941-7194
Fire Program Assistant		
Darcy Skinner	(530) 242-3446	

☺ **DENOTES NEW TEXT**

Fire Use Module Leader

Brad Reed	(530) 242-3446	(530) 515-6561
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Assistant Module Leader

Ed Waldron	(530) 241-6951	(530) 515-3721
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Fire Use Clerk

Vacant	(530) 242-3459	
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Intermountain Region

12795 W. Alameda

P.O. Box 252287

Denver, CO 80225-0287

Office

Cell

Fire Management Officer

Bryan Swift	(303) 969-2449	(303) 475-5214
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Wildland Fire Specialist

Art Latterell	(303) 969-2918	(720) 320-6445
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Module Representative

Len Dems	(303) 969-6018	(720) 320-6512
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Northern Rockies Coordination Center (Module Coordinator for Intermountain Region)

Kim Thomas	(406) 329-4884	(303) 570-8212
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Bandelier National Monument

HCR 1, Box 1, Suite 15

Los Alamos, NM 87544

Office

Cell

Fire Management Officer

L. Dean Clark	(505) 672-3861ext.550	(505) 660-7156
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Assistant Fire Management Officer

Marla Rodgers	(505) 672-3861ext.551	(505) 660-6088
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Fire Program Assistant

Jerrie Wilson	(505) 672-3861ext.552	(505) 660-7918
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☺ **DENOTES NEW TEXT**

Fire Use Module Leader

Josh Erickson	(505) 672-3648ext.33	(505) 670-1568
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Assistant Module Leader

Sarah DeMay	(505) 672-3648ext.33	(505) 670-0901
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Fire Use Clerk

Eva Montoya	(505) 672-3861ext.553	
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Saguaro National Park

3693 South Old Spanish Trail

Tucson, AZ 85730-5699

Office

Cell

Fire Management Officer

Chuck Scott	(520) 733-5130	
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Fire Program Assistant

Pat Haddad	(520) 733-5131	
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Fire Use Module Leader

Steve Grater	(520) 733-5186	(520) 405-4597
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Assistant Module Leader

Travis Dotson	(520) 733-7311	(520) 405-4647
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Fire Use Clerk

Susan Keys	(520) 733-5133	
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Yellowstone National Park

Mammoth Fire Cache

P.O. Box 168

Yellowstone NP, WY 82190

Office

Cell

Fire Management Officer

Phil Perkins	(307) 344-2180	(406) 581-4240
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Prescribed Fire Specialist

Tim Klukas	(307) 344-2194	
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☺ **DENOTES NEW TEXT**

Fire Program Assistant
Georgia McAdams (307) 344-2196

Fire Use Module Leader
JD Buaman (406) 848-2563 (406) 581-7072

Assistant Module Leader
Travis Rixford (406) 848-2564 (406) 581-7748

Fire Use Clerk
Bobbi Fisher (307) 344-2482

Zion National Park

Fire Management Office
Springdale, UT 84767-1099

	Office	Cell
Fire Management Officer Jan Passek	(435) 772-0188	(435) 619-1605

Fire Program Assistant
Shelly Stubblefield (435) 772-0189

Fire Use Module Leader
Sean Gaines (435) 867-0707 (435) 619-0852

Assistant Module Leader
Steve Smith (435) 619-0941

Fire Use Clerk
Paula Reese (435) 867-0707

☺ **DENOTES NEW TEXT**

Midwest Region

1709 Jackson Street

Omaha, NE 68102

	Office	Cell
Fire Management Officer		
Fred Bird	(402) 221-3475	(402) 630-0685
Fuels Management		
Bobbie Bloodworth	(402) 221-3915	(402)

Wind Cave National Park

Black Hills Fire Use Module

Jewel Cave National Monument

R.R. 1, Box 60AA

Custer, SD 57730

	Office	Cell
Fire Management Officer		
Bill Gabbert	(605) 745-1156	(605) 685-5230
Fire Program Assistant		
Karri Fischer	(605) 745-1155	
Fire Use Module Leader		
Vacant	(605) 673-2061ext.1245	(605) 685-3532
Assistant Module Leader		
Eric Allen	(605) 763-2061ext.1245	(605) 685-3532

Buffalo National River

402 N. Walnut, Suite 136

Harrison, AR 72601

	Office	Cell
Fire Management Officer		
J.P. Mattingly	(870) 741-5446ext.281	(870) 365-6407
Fire Program Assistant		
Connie Watkins	(870) 741-5446ext.282	(870) 365-5980

☺ **DENOTES NEW TEXT**

Fire Use Module Leader

Chad Suppa (870) 446-2747

Assistant Module Leader

Adam Luraas (870) 446-2747

Southeast Region

1924 Building – 6th Floor
100 Alabama Street, S.W.
Atlanta, GA 30303

Office

Cell

Fire Management Officer

Ken Garvin (404) 562-3108 x653 (770) 722-1022

Fuel Management

Kevin Walsh (404) 562-3108 x684

Cumberland Gap National Historic Park

P.O. Box 1848
Middlesboro, KY 40965-1848

Office

Cell

Chief Ranger/FMO

Charlie Chadwell (606) 248-2817 (606) 246-1432

Fire Use Module Leader

Vacant (276) 861-3418 (605) 242-7033

Assistant Module Leader

Shane Sturgill (276) 861-3418 (606) 521-7541

Fire Use Clerk

Marilyn Rowland (606) 246-1053

Great Smoky Mountain National Park

107 Park Headquarters Road
Gatlinburg, TN 37738

☺ **DENOTES NEW TEXT**

	Office	Cell
Fire Management Officer Leon Konz	(865) 436-1247	(865) 607-8359
Fire Program Assistant Rhonda Watson	(865) 436-1304	
Module Leader Mark Taylor	(865) 436-1303	(423) 327-4925
Assistant Module Leader Susan Ross	(865) 436-1303	(423) 327-4924
Fire Use Clerk Jim Phillips	(865) 436-1246	(865) 740-2888

Forest Service

Region 5

Stanislaus National Forest

19777 Greenley Road
Sonora, CA 95370-59909

	Office	Cell
Fire Management Officer Gary Cones	(209) 532-3671 x215	(209) 768-9689

Summit R.D.

1 Pinecrest Lake Road
Pinecrest, CA 95364

	Office	Cell
Battilion Chief/ Fuels Specialist Mark Scanlin	(209) 965-3434ext.5332	
Fire Use Module Leader Jeff Bostwick	(209) 965-3434ext. 5332	(209) 768-5206

Calaveras R.D.

PO Box 500
Hathaway Pines, CA 95233

☺ **DENOTES NEW TEXT**

	Office	Cell
Battalion Chief/ Fuels Specialist		
Sid Beckman	(209) 795-1381ext.323	
Fire Use Module Leader		
Matt Hilden	(209) 795-1847	(209) 768-6150

Region 1

Lewis and Clark National Forest

Rocky Mtn. R.D.

P.O. Box 340
Choteau, MT 59422

	Office	Cell
Fire Management Officer		
Brad MacBratney	(406) 466-5341	(406) 799-1071
	(406) 562-3247 – Augusta Office	
Fire Use Module Leader		
Randy Gilbert	(406) 466-5341	

Salmon-Challis National Forest

50 Hwy 93 S.
Salmon, ID 83467

	Office	Cell
FC-RONR Fire Use Coordinator		
Scott Belknap	(208) 756-5559	

Challis R.D.

HC 63 Box 1669
Challis ID, 83226

	Office	Cell
Fire Management Officer		
Bill Blount	(208) 838-3300	
Challis Crew Leader		
Jim Williams	(208) 879-4128	

☺ **DENOTES NEW TEXT**

Moyer R.D.

50 HWY 93 South
Salmon, ID 83467

	Office	Cell
Fire Management Officer		
Vacant	(208) 765-5238	

Moyer Crew Leader

Mike Helm	(208) 756-5172	
(station)	(208) 756-5511	

Fish and Wildlife Service

Region 6 FWS

Fire and Aviation Management
CO-957
2850 Youngfeild Street
Lakewood, Co 80215-7093

	Office	Cell
Zone Fire Management Officer-Colorado, Nebraska, and Kansas		
Ken Kerr	(303) 239-3867	(303) 886-7830
Ken is very familiar with the NPS modules and can be used as contact for the FWS Fire Resources		

Tewaukon National Wildlife Refuge

9754 143rd ½ Ave SE
Cayuga, 58013

	Office	Cell
Fire Management Officer		
Dave Martin	(701) 724-3598	
Additional Modules are in the process of forming in this area!		

Region 2 FWS

Balcones Canyonlands National Wildlife Refuge

24518 FM 1431
Marble Falls, TX 78654

	Office	Cell
Fire Management Officer		
Carl Schwope	(512) 267-9087	512-497-5395

☺ **DENOTES NEW TEXT**

Module Leader

Kevin Carter (512) 267-9087 (512) 940-4050

Assistant Module Leader

Lucien Ball (512) 267-9087

Fire Program Technician

Becky Simpson (512) 339-9432ext.30

Region 1 FWS

Turnbull NWR

26010 South Smith Road

Cheney, WA 99004

Office

Cell

Assistant fire management Officer

Doug Fredrick (509) 235-4723 ext.30

Module Leader

Glenn Warner (509) 235-4375

Klamath Basin NWR

Office

Cell

Fire Management Officer

Mike Glass (530) 667-4168

Module Leader

John Wood (530) 667-3115 (541) 891-5115

Assistant Module Leader

John Donahue (530) 667-3115

☺ DENOTES NEW TEXT

☺ APPENDIX B.

☺ EXAMPLE COMPLETED DETAIL REQUEST FORM

SAMPLE FIRE USE MODULE DETAIL REQUEST

ATTACHMENT TO RESOURCE ORDER NUMBER: UT-BRP-0101 REQ. # S: O-1, 2, 3, 4, 5, 6, 7

1. POSITION(S): THSPs - *FIRE USE MODULE NUMBER OF PERSONS REQUESTED: 7

2. MINIMUM "RED CARD" RATING: FFT2

3. EMPLOYMENT STATUS: ☒ REGULAR FEDERAL AGENCY ☐ SPECIFIC AGENCY
☐ AD (CAUSAL HIRE) ☐ OTHER _____

4. AGENCY UNIFORM: YES ☐ NO ☒ - FIRE RESISTANT CLOTHING: YES ☒ NO ☐

5. DRIVERS LICENSE NEEDED: YES ☒ NO ☐ ENDORSEMENT: _____

6. VEHICLES AUTHORIZED OR REQUESTED:
AGENCY OWNED VEHICLE (AOV) YES ☒ NO ☐ - TYPE: CREW CARRIERS NUMBER: 2-3
PRIVATELY OWNED VEHICLE (POV) YES ☐ NO ☐ NUMBER: _____
RENTAL VEHICLE YES ☐ NO ☐

7. RADIOS NEEDED: YES ☒ NO ☐ - TYPE: PORTABLE, PROGRAMMABLE NUMBER: 4-7

8. ELECTRONIC TECHNICIAN'S NAME: _____
TELEPHONE: _____

9. LENGTH OF DETAIL: 31 DAYS, JULY 1, 2002 THROUGH JULY 31, 2002 INCLUDING TRAVEL

10. TRAVEL OUTSIDE NORMAL DUTY HOURS IS AUTHORIZED/COMPENSATED: YES ☒ NO ☐

11. ESTABLISHED WORKWEEK: SUN - SAT HOURS OF DUTY: 0700-1200, 1230-1730: 10-12 hrs

12. PERSONNEL MAY BE ROTATED: YES ☒ NO ☐ - HOW OFTEN? AS NEEDED
ROTATION PAID BY: _____ SENDING UNIT ☒ REQUESTING UNIT ☐

13. BASE SALARY PAID BY: _____ SENDING UNIT ☒ REQUESTING UNIT ☐

TRAVEL PAID BY: _____ SENDING UNIT ☐ REQUESTING UNIT ☒

PER DIEM PAID BY: _____ SENDING UNIT ☐ REQUESTING UNIT ☒

EQUIPMENT USE MILEAGE/F.O.R. PAID BY: SENDING UNIT ☐ REQUESTING UNIT ☒

14. REQUESTING UNIT'S ELECTRONIC ADDRESS: ROSS_WILMORE@NPS.GOV

15. REQUESTING UNIT'S ESTIMATED TOTAL COST: \$\$\$\$

16. PERSONNEL OFFICER/PHONE #: _____
TELEPHONE: _____

17. BUDGET & FINANCE OFFICER: _____
TELEPHONE: _____

18. TEMPORARY DUTY STATION: BRYCE CANYON NATIONAL PARK
ADDRESS/P.O. BOX: P.O. BOX 170001, BRYCE CANYON, UT 84717
TELEPHONE: 435-834-4912

19. GOVERNMENT LODGING: YES ☒ NO ☐ MESS HALL: ☐ YES ☒ NO
GOVERNMENT COOKING FACILITIES ONLY: YES ☐ NO ☒
COMMERCIAL LODGING: YES ☒ NO ☐ MAX LODGING RATE: \$59.00 (FOR R&R AND AS NEEDED)
COMMERCIAL MEALS AVAILABLE: YES ☒ NO ☐ MUST BE SELF-SUBSISTING: YES ☒ NO ☐

20. NEAREST COMMERCIAL AIRLINE CITY: CDC

REMARKS: *NAME REQUEST: YELLOWSTONE FIRE USE MODULE - JD BAUMAN + 6.
FUM WILL CAMP OUT NEAR PROJECT SITE DURING WORK WEEK. DURING DAYS OFF
COMMERCIAL LODGING WILL BE PROVIDED OFF SITE WITH ACCESS TO
COMMUNITY AMENITIES.

